United States Department of State
Bureau of Consular Affairs

P 26/30

Passports

Applying for them the EASY WAY
--at a COURTHOUSE or POST OFFICE

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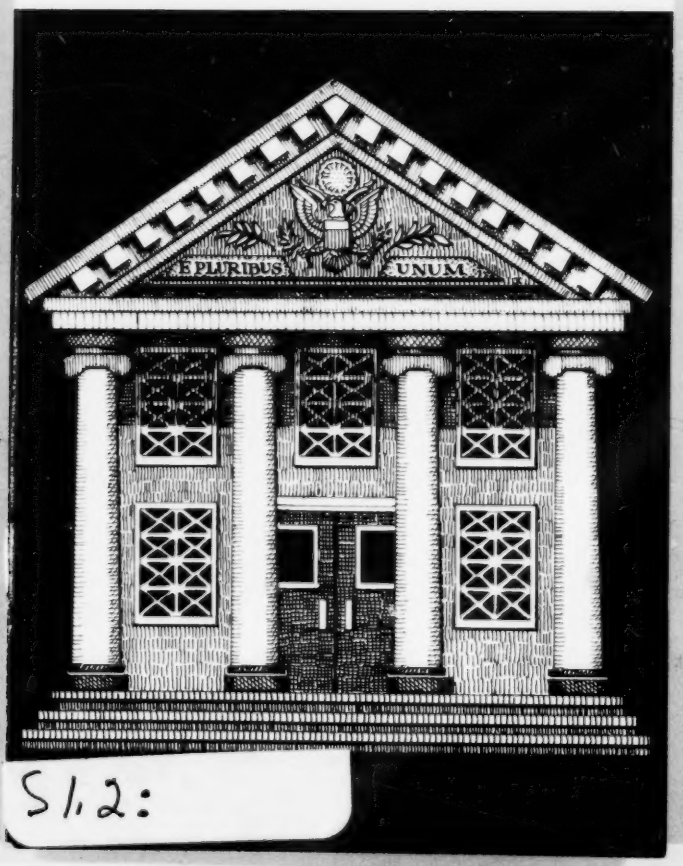

S1.2:

DO YOU KNOW - that you can apply for a passport at many Federal and State courts, probate courts, and some post offices? Over 2500 courts and 900 post offices accept passport applications. About 56% of all passport applications are submitted through these acceptance facilities and only 18% in person at the 13 passport agencies. The remainder are mailed in as renewals. (See page 7.)

Why Should I Apply at a Court or Post Office?

There are at least six good reasons for applying at an acceptance facility instead of a passport agency:

1. It is more convenient because the courts and post offices are near your home or your place of business.

2. You save time and money by not having to travel to one of the 13 major cities where the passport agencies are located.

3. The lines usually are much shorter than those often found in the passport agencies during the busy season.*

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4. You will receive the same passport application acceptance service from trained personnel in the acceptance facilities as is available at the passport agencies.

5. Even in the cities where the passport agencies are located, you'll have a better chance of avoiding the peak season crowds by applying at a court or post office.

6. The processing time of your application is the same no matter where you apply. You do need to allow additional time for mailing the application.

*BE SMART ... avoid long **and** short lines by applying early.

How Do I Apply for a Passport at a Court or Post Office?

First-Time Applicants: You must appear in person at a court or a post office.

Renewals: If you have had a previous passport, you may be eligible to apply by mail according to the procedures on page 7 of this brochure.

Children Under 13 usually need **not** appear in person unless requested to do so by the passport acceptance agent. A parent or legal guardian must personally appear to execute the application on the child's behalf.

You must complete Form DSP–11, "Passport Application," which is available at any acceptance facility, and personally present and sign it before the acceptance agent.

The passport application **must** be accompanied by:

1. Proof of U.S. citizenship —

• previous U.S. passport or certified copy of your birth certificate issued by the State, city, or county of your birth with **registrar's raised, embossed, impressed, or multicolored seal;** and the date the certificate was filed with the registrar's office;

• if there is no birth certificate on file, acceptable secondary evidence — notice from State registrar that no birth record exists **plus** baptismal certificate, hospital birth record, early census, school, or family Bible records that show date and place of birth **and** affidavits of persons having personal knowledge of your birth; or

• if born abroad, certificate of naturalization, certificate of citizenship, report of birth abroad of U.S. citizen, or certification of birth.

2. Two photographs — recent, (normally taken within past 6 months) indentical, 2 x 2 inches in size, color or black and white; a clear, front view, full face, plain white or off-white background, printed on thin paper; able to withstand mounting temperature of up to 225° F (107° C).

3. Proof of identity — previous U.S. passport, certificate of naturalization or of citizenship, a valid driver's license, or recent government identification card.

4. Fees—

• $35 for a 10-year passport, or

• $20 for a 5-year passport for persons under 18 years of age

• **plus** $7 execution fee.

Pay passport fees by bank draft, cashier's check, check (certified, personal, traveler's), Clerk of Court check, or postal money order made payable to Passport Services. Post offices and passport agencies also will accept cash, but courts are not required to do so.

Ask the acceptance agent about payment of execution fees.

When Should I Apply for a Passport?

Apply for your passport several months in advance of your planned departure. If you will need visas, allow extra time. The demand for passports becomes heavy in February and continues through August because of summer vacation travel. A good time to apply is between September and February.

What Happens to My Passport Application After I Submit It?

Your application will be forwarded the same day you apply to the passport agency that services that acceptance office.

Your passport application will be processed according to the departure date you have indicated on the application.

The passport agency will issue your passport within 2 weeks, unless you apply during the peak travel season. Then you can expect it to take longer.

Your passport will be mailed to you at the mailing address shown on the application.

What If I Need a Passport in a Hurry?

If you have an urgent departure date and need your passport in a hurry, your passport application can be processed quickly.

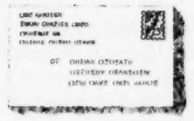
Who in My Area Accepts Passport Applications?

To find the nearest passport acceptance facility, consult the following:

—local county clerks,
—first-class, full service post offices,
—travel agencies or airline office, and
—in New York and Chicago, the blue pages of the telephone directories.

You may call your closest passport agency about acceptance facilities near your home. You may also apply at one of the 13 passport agencies. The addresses and phone numbers of the passport agencies are listed at the back of this brochure.

Who Can Apply for a Passport by Mail?



You are eligible to apply for a passport by mail under the following conditions:

—you can submit your most recent previous passport issued in your name within the past 8 years (eligibility will change from 8 to 11 years on January 1, 1986); and
—you were at least 18 years old when your previous passport was issued.

To apply for a passport by mail, you must submit the following to one of the passport agencies listed at the end of the brochure:

- a completed, signed, and dated DSP–82, "Application for Passport by Mail,"
- your previous passport,
- two new passport size photographs,
- $35 passport fee (no execution fee), **and**
- evidence of change of name **if** present name is different from that on passport (for example, marriage certificate, divorce decree, or court order).

REMEMBER . . . an incomplete or improperly prepared application will delay issuance of your passport.

Passport Agencies

Apply Early for Your Passport!

Boston Passport Agency
Room E123, John F. Kennedy Bldg.
Government Center
Boston, Massachusetts 02203–0123
*Recording: 617–223–3831
**Public Inquiries: 617–223–2946

Chicago Passport Agency
Room 380, Kluczynski Federal Bldg.
230 South Dearborn Street
Chicago, Illinois 60604
*Recording: 312–353–5426
**Public Inquiries: 312–353–7155

Honolulu Passport Agency
Room C–106, New Federal Bldg.
300 Ala Moana Blvd.
P.O. Box 50185
Honolulu, Hawaii 96850
*Recording: 808–546–2131
**Public Inquiries: 808–546–2130

Houston Passport Agency
One Allen Center
500 Dallas Street
Houston, Texas 77002
*Recording: 713–229–3607
**Public Inquiries: 713–229–3600

Los Angeles Passport Agency
Room 13100, Federal Bldg.
11000 Wilshire Blvd.
Los Angeles, California 90024
*Recording: 213–209–7070
**Public Inquiries: 213–209–7075

Miami Passport Agency
16th Floor, Federal Office Bldg.
51 Southwest First Avenue
Miami, Florida 33130
*Recording: 305–350–5395
**Public Inquiries: 305–350–4681

New Orleans Passport Agency
Room T–12005, Postal Services Bldg.
701 Loyola Avenue
New Orleans, Louisiana 70113
*Recording: 504–589–6728
**Public Inquiries: 504–589–6161

New York Passport Agency
Room 270, Rockefeller Center
630 Fifth Avenue
New York, New York 10111
*Recording: 212–541–7700
**Public Inquiries: 212–541–7710

Philadelphia Passport Agency
Room 4426, Federal Bldg.
600 Arch Street
Philadelphia, Pennsylvania 19106
*Recording: 215–597–7482
**Public Inquiries: 215–597–7480

San Francisco Passport Agency
Room 200, 525 Market Street
San Francisco, California 94105
*Recording: 415–974–7972
**Public Inquiries: 415–974–9941

Seattle Passport Agency
Room 992, Federal Bldg.
915 Second Avenue
Seattle, Washington 98174–1091
*Recording: 206–442–7941
**Public Inquiries: 206–442–7945

Stamford Passport Agency
One Landmark Square (Street Level)
Stamford, Connecticut 06901
*Recording: 203–325–4401
**Public Inquiries: 203–325–3538

Washington Passport Agency
1425 K Street NW.
Washington, DC 20524
*Recording: 202–783–8200
**Public Inquiries: 202–523–1355

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*The 24-hour recording includes general passport information, passport agency location, and hours of operation and for information regarding emergency passport services during non-working hours.
**For other questions, call public inquiries.